

Los Angeles County Commission for Women

DESCRIPTION of INTERN EXPECTATIONS and RESPONSIBILITIES

The Los Angeles County Commission for Women provides a nurturing setting for students wishing to pursue careers or educational goals focused on work with women and girls in a variety of settings and with a range of challenges in areas such as health care, aging, veterans, faith-based, workplace, family and community.

In addition to meeting general provisions outlined in County documents, the Commission for Women identifies the following as foundational experiences for its interns:

- A. Attend one or more monthly Commission meetings during the duration of the internship and be able to summarize key actions or initiatives;
- B. Complete background research on projects and initiatives (proposed or in progress) by the Commission, including reports on activities and publicity on similar Commissions, and organizations with a similar mission;
- C. Attend major events supported by the Commission - for example, trainings, workshops, community events, special events, fundraisers, etc.;
- D. Research and propose at least one new undertaking that would benefit the Commission and the women/girls of Los Angeles County, presenting a written and oral plan (agenda item at regular meeting or annual retreat) to the Commission prior to completing the internship;
- E. Support development or expansion of media presence of Commission in consistent with County protocols and under supervision of staff;
- F. Select one or more Commissioners to serve as mentors during the internship, and;
- G. Be available to meet with groups to inform them about the charge and actions of the Los Angeles County Commission for Women;
- H. Generate at least 6 measurable outcomes (3 personal growth, and 3 career/educational growth)that address the intern's unique learning outcomes and criteria specified by institution of higher learning which will award academic credit for the internship experience;
- I. Collaborate effectively with University academic department, course instructor and risk management, and;
- J. Identify one or more Commissioners who will assist the intern in achieving stated outcomes

Students accepting the internship agree to abide by both the general County criteria as well as those outlined in this document.

**DRAFT DOCUMENT
for review**

Submitted

VEW/view

August 2014